ePROCUREMENT 8.8

MODTABLE INFORMATION

The PO's ModTable screen captures unique LBNL-required statistical information for each PO and change order to assist in producing various reports. It is important that this information be as accurate as possible to assure reliable reporting to various LBNL stakeholders such as DOE & UC. To get to the ModTable, click on the Mod Table Details link on the *Maintain Purchase Orders* page. An asterisk (*) denotes a field that must be completed in the ModTable.

Header Information (at top of ModTable)

This section displays general information about the PO/Mod such as: PO Number, Change Order Number, Requisition GFP/SAP, Vendor, PO Date, PO Status, and PO ARRA Type.

Main Information

This section contains overall PO information.

- **Award Date**: Defaults to the date the PO was created. Update this to the date the PO or Modification is issued to the vendor.
- **Confirm Date**: The date the salesperson is given a PO number on the phone
- **Confirmed to**: The name of the salesperson who was given the PO number
- *** PO Type**: Select a 1 or 2:
  - 1 for a one-time PO (usually when something is received by Receiving)
  - 2 for an extended-term subcontract. These are billed over several months and usually do not involve formal receiving.
- **Blanket PO**: Defaults to No. Select Yes for a PO Type 2 order that is a Blanket Order.
- *** Award Type**: The method for pricing the contract. Defaults to Firm Fixed Price.

CA	Cost Plus Award Fees
CF	Cost Plus Fixed Fees
CI	Cost Plus Incentive Fees
CN	Cost No-Fee
CS	Cost Sharing
FE	Fixed Price Economic Price Adj
FF	Firm Fixed Price
FI	Fixed Price Incentive
FR	Fixed Price Redetermination
LH	Labor Hour
MR	Memorandum Request
NF	No Funds
SA	NIH Subaward Agreement
TM	Time & Materials

- **Audit**: Select one of these 3 values for cost-type POs (CA,CF,CI,CN,CS,TM,SA,NF) over $1M:
  - Not Required – An annual post-award audit or a post-performance is not required.
  - Post Award – An annual post-award audit and a post-performance audit is required.
  - Post Performance – Only a post-performance audit is required.
- **Patent**: Required for Item Categories of R&D, PROJM, PSA, and Consultant. Enter Yes if the subcontract contains a Patent Rights clause and patent closeout procedures will apply.
- *** Buyer Name**: The buyer/subcontract administrator who issued the latest PO Modification (Mod). (The Buyer on the PO Header is the one responsible for administering the PO.)
- **Amt Change**: Automatically displays the dollar change from the previous Mod.
(This changes to the correct value after you Save the PO.)

- *** Incremental Funding**:
    - Select Yes if the PO will be funded in increments and modifications will later be issued to add additional funding to the PO. When Yes is selected, enter a value in the "PO Total Value" field. Incremental funding will typically be used for only PO Type 2 POs.
    - Select No if incremental funding of the PO is not expected.
- **PO Total Value**: Enter the expected dollars to be spent over the total life of the subcontract when Yes has been entered for "Incremental Funding." The *PO Total Value* should be greater than or equal to the sum of the current PO lines.

Documentation

This section contains pricing and sourcing information.

- **GSA**: Check to indicate that the PO is issued under the terms of a Federal Supply Schedule (GSA contract)
- **UC Agreement**: Check to indicate that the PO is issued under the terms of a University of California-negotiated agreement. This should not be checked for IUTs unless the IUT is covered by a UC Strategic Sourcing Agreement.
- **Foreign Made**: Check to indicate that the item is a supply and is foreign-made.
- **ICPT**: Check to indicate that the PO is issued under the terms of a DOE Integrated Contractor Purchasing Team agreement.
- *** Sole Source**: Select *Yes* to indicate that award was made on a sole source basis (only one firm was solicited). Select *No* if the PO was competitively awarded.

  NOTE: When creating a Change Order, the Sole Source information should remain the same as the original PO since change orders are generally within the subcontract's scope. **For Change Orders, do not change** the *Sole Source, # of Firms Solicited*, or *Sole Source Basis* fields.
- **# of Firms Solicited**: Enter the number of firms solicited for this PO.
- **Sole Source Basis**: For POs over $150,000, select the reason why the award is made on a sole source basis. This should be left blank if competitively awarded.

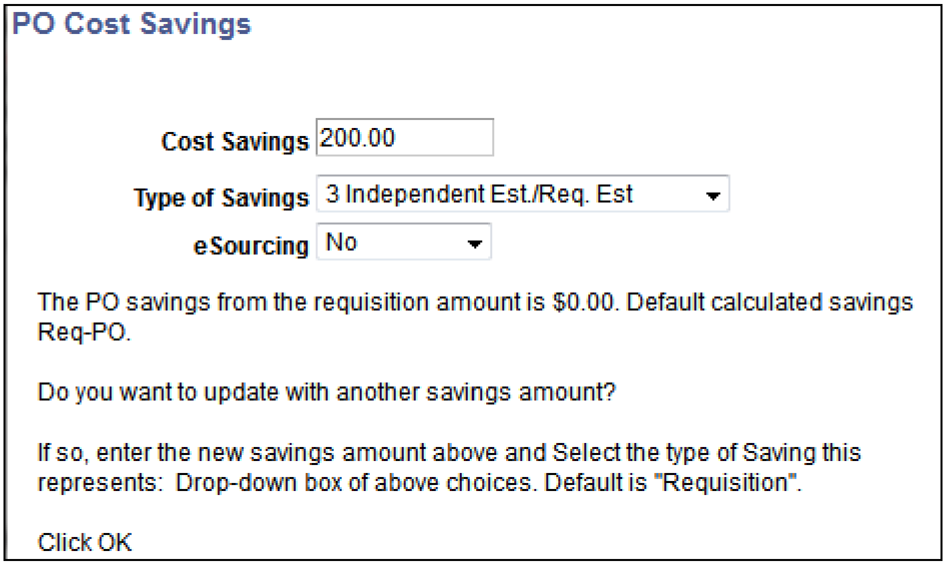
AS	Authorized by Statute
CO	Compatibility w/ existing equip
FO	Follow-on w/ same vendor
IA	International Agreement
IM	Industrial Mobilization or Eng
LF	Leader in field of expertise
NS	National Security
PI	Public Interest
UC	Unique capability, only known
UU	Unusual Urgency

- *** Price Reason**: Select the principal reason why the price is reasonable. (Required field.)

BK	Buyers knowledge of market
CA	Cost Analysis
CO	Competition
MP	Generally uniform market price
PP	Established published price
RP	Comparison w/ recent prices

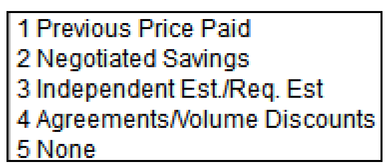
- **Price List Date**: Enter the date of the price list used as a basis for pricing this PO, if applicable.
- **Price List No**: Enter the price list number/name used as a basis for pricing this PO, if applicable.

- **Cost Savings**: Enter the dollar amount of cost savings for the mod. For multi-year Type 2 POs, enter the annual savings—NOT the total savings over the PO's life. For the original PO (Mod 0), cost savings fields are initially grayed-out in the ModTable. Instead, enter the information on *PO Cost Savings* screen (below) after the *Approve* icon is clicked so FMS can calculate requisition savings for you. Once cost savings is entered on this screen, FMS transfers this information to the ModTable.



- **eSourcing**: Select Yes if Ariba is used to solicit prices, otherwise select No.

- **Type of Savings**: Choose the first *Type of Savings* on the list that produces a savings (even if a lower *Type of Savings* is greater). The *Cost Savings* dollars entered above should be associated with the selected *Type of Savings.*



1. Previous Price Paid: Savings resulting from comparison of the current award to the last price paid or the average price paid for prior purchases.
2. Negotiated Savings: Savings resulting from pre-award price negotiation with a supplier on an individual transaction. The difference between the original price offered and the awarded price.
3. Independent Estimate / Comparison to Requisition
   a. Savings resulting from comparing the current award to an independent estimate prepared by a professional cost estimator OR
   b. Savings from a requisition estimate that was based on a quote/RFI or market analysis.
4. Agreements / Volume Discounts
   a. Savings from the use of agreements (ICPT/GSA/UC, etc.) OR
   b. Volume discount savings by using an economic ordering quantity offered by the supplier. (Example: current requirement is qty=80, next price break qty=100.)
5. None: No savings or a negative savings. Enter $0 in the *Cost Savings* field.

Vendor Classification

This section contains socioeconomic information about the PO.

- *** Entity**: Shows the kind of business the PO is awarded to (Small Business, Large Business, etc.) IT IS IMPORTANT THAT THIS BE PRESENT FOR EVERY PO. If blank or incorrect, have the AP Vendor Desk update the Vendor table. This information often comes from the Rep/Cert form or Central Contractor Registration (CCR). Code Entity as *FO* if work will be performed outside of the U.S. Code Entity as LB if a foreign entity will perform work in the U.S.

DO	DOE Contractor
ED	Educational Institute (Not UC)
FE	Federal Government
FO	Foreign Contractor
LB	Large Business
NP	Non Profit
SB	Small Business
SL	State & Local Government
UC	University of California (IUT)
VA	Various & Utilities

- **Set Aside**: Indicates the kind of set aside, if any, that applies to the PO. Leave blank if not set-aside.

8A	8A Set-Aside
HZ	HubZone Set-Aside
NO	None
SS	SB Set-Aside

- *** NAICS**: The *North American Industry Classification System* code. This number is required for all written solicitations. It defaults from the Vendor table but update it for what is being purchased.
- **Debarred Checked**: For POs over $30,000, check this to indicate that the *Excluded Parties List System* has been checked and the vendor is not debarred from Federal transactions.

Small Business Categories

- **Disadvantaged**: Check to indicate the vendor is a disadvantaged business.
- **Women**: Check to indicate that the vendor is a woman-owned business.
- **Hub Zone**: Check to indicate that the vendor is in a Hub Zone
- **Veteran**: Check to indicate that the vendor is owned by a veteran.
- **Disabled Veteran**: Check to indicate that the vendor is owned by a disabled veteran.
- **Ca Dis Vet**: Check to indicate that the vendor is owned by a California disabled veteran.

- **Ethnicity**: If applicable, select one of the following, otherwise leave this field blank:
    - Native Am./Alaska Native Corp
    - Native American

PO Administration

This section generally contains information associated with post-award activities and Type 2 (blanket) subcontracts.

- **Start Date**: Applies only to Type 2 POs (extended-term subcontracts). It defaults to the Due Date from the requisition. Adjust this to be the date when the vendor is to begin providing goods or services to the Lab. This does not need to be changed for Type 1 POs.
- **End Date**: Applies only to Type 2 POs. Adjust this to be the date when the vendor is to stop providing goods or services to the Lab (when the subcontract will expire). Can be left blank for Type 1 POs.
- **Cert Required**: This defines the kind of invoice certification required. If left blank, no certification is required. Defaults to highest certification level of all Item Categories. Certification is generally not needed for POs that are received by Receiving.

>$	> Invoice $ (5K)
AL	Always Required
NV	Never Required
PN	Payment Notification

- **Certifier**: The Employee # of the certifier who will be sent invoices to certify by AP. Transfer the certifier from the printed ePro Requisition. Defaults to the Requester when *Cert Required* is not blank.
- **Cert Location**: The certifier's Bldg/Room entered by the system (generally not required).
- **Technical Representative**: The Employee # of the technical representative who is responsible for overseeing the work on the PO. Transfer the Technical Representative from the printed ePro requisition.
- **Resource Analyst**: The division Resource Analyst responsible for financially administering the PO. Transfer the Resource Analyst from the printed ePro requisition.
- **Retention %**: The percent of invoice amounts that are to be withheld for payment by AP.
- **Previous Order**: For Type 2 POs, enter the previous PO number that was replaced by this PO.
- **Quality**: Not used. Leave blank.
- *** Req Date**: This defaults to the requisition approval date for new POs. It is used to calculate *Lead Time* (Award/Dispatch Date minus Req Date). Update this date to the date all required information was received from the requester to proceed with the purchase. For mods, enter the date the mod requisition with all required information was received from the requester.
- **GFP/SAP**: Click *Yes* to indicate if *Government Furnished Property* or *Subcontractor Acquired Property* applies to this PO.
- **Req. Services Details**: This displays when a requisition/PO line could involve services. Use this value to help in determining if a safety plan / *Subcontractor Job Hazards Analysis* (sJHA) is required for the PO. Requisition Preparers enter one of these values for service requisitions:
    - No Services
    - Off-Site Services
    - On-Site Services Hands On Work
    - On-Site Srvcs No Hands On Work
- *** Safety Plan Required**: Select *Yes* if the PO involves *On-Site Srvcs Hands On Work*. In this case, a Safety Plan or sJHA is required. Select *No* if a Safety Plan/sJHA is not required.
- **Travel Receipts Review**: For POs with service-related Item Categories (MISC, RANDD, CNSLT, etc.), select *Yes* if the subcontractor will invoice LBNL for its travel and review is required by the LBNL Travel Department. Otherwise, select *No*. These invoices will then be automatically routed for review by the Travel Department.
- **Electrical Item**: Required for POs with any lines for *goods*. Can be left blank if PO is for *services*.

Electrical Item – NRTL
Electrical Item – Unknown
Not an Electrical Item

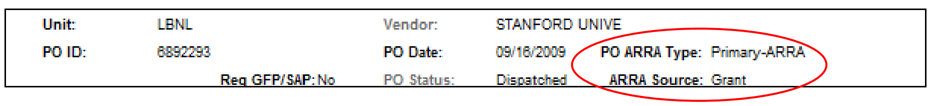
Comments

Enter the reason for issuing the PO Mod/Change Order.

ARRA

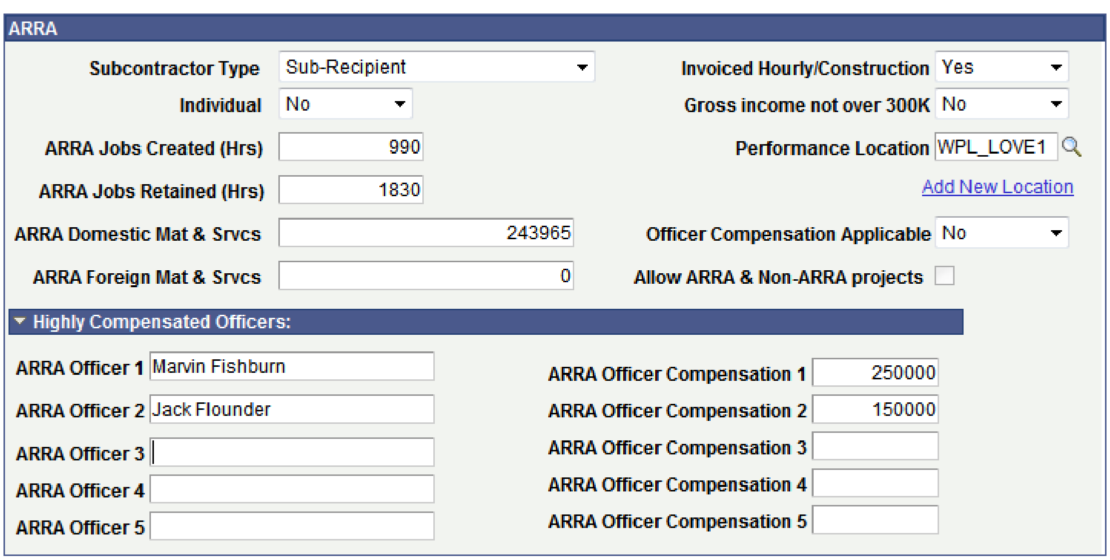
The ARRA portion of the ModTable has additional information required for reporting POs funded by the American Recovery and Reinvestment Act of 2009 (ARRA). The ARRA Rep/Cert Supplement form is completed by the subcontractor and its information is used to fill-in the ARRA fields below. ARRA POs over $25,000 may not be saved without first filling-in ARRA ModTable information. After filling-in ARRA information, forward a copy of the ARRA Rep/Cert form to Faith Halstrom for a quality check before Approving/Dispatching the PO since, once a PO is dispatched, the ARRA ModTable fields cannot be changed.

This following information appears at the top of the ModTable and indicates the ARRA Type and Source:



- **PO ARRA Type**:
  - NON-Primary ARRA: There are no ARRA-funded projects on the PO so no ARRA information needs to be entered for the PO. ARRA ModTable fields are not open for editing.
  - Primary-ARRA: The PO has ARRA funding and ARRA requirements apply to the PO if it is over $25,000.
  - ARRA Mixed: Some PO lines have ARRA funding and ARRA requirements apply to the PO. There are currently only 3 POs planned to have mixed funding.
- **ARRA Source**:
  - Contract: The ARRA funding source is from a Government contract. Most of the ARRA funding the Lab receives is through a contract source. When this appears, the *Subcontractor Type* field below defaults to "Vendor."
  - Grant: The ARRA funding source is from a Government grant. The Lab may receive ARRA grant funding from NIH or other Government agencies. When this appears, the *Subcontractor Type* field below is blank and the applicable value must be selected by the buyer.

Here is how to fill-in the ARRA ModTable fields, shown below:



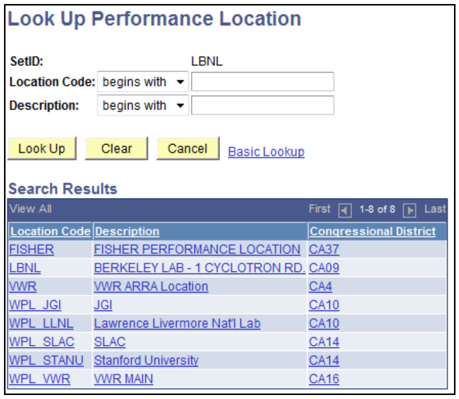
- **Subcontractor Type**: This indicates how the subcontractor will be classified for the purposes of ARRA reporting. Select “Vendor” or “Sub-Recipient:”
  - Vendor:
    - When the ARRA Source is *Contract,* “Vendor” should always be the *Subcontractor Type*.
    - When the ARRA Source is *Grant, s*elect “Vendor” if the subcontractor will not carry out the mission of the program. When “Vendor” is selected, there are no further ARRA reporting requirements on the subcontractor.
  - Sub-Recipient: When the ARRA Source is *Grant*, select “Sub-Recipient” if the subcontractor will carry out the mission of the program. This may be the case for R&D subcontracts. Sub-Recipients under grants are required to report to the Laboratory the vendors/DUNS who they issue payments to over $25,000.
- **Invoiced Hourly/Construction**: Enter “Yes” for subcontracts that will have invoiced hours. Typical subcontracts types that invoice hours include R&D, consulting, personal services agreements, contract labor, time & material, labor-hour, and construction. Enter “No” for subcontracts that will not have invoiced hours. This will typically be the case for purchases of goods.
- **Individual**: Select “Yes” if the subcontractor checked the “Individual Certification” box on the ARRA Rep/Cert, otherwise select “No.” “Yes” means that the subcontractor is an individual instead of a business.
- **Gross income not over $300K**: Select “Yes” if the subcontractor checked the “Gross Income Certification” box on the ARRA Rep/Cert, otherwise select “No.” “Yes” means that the subcontractor is not an individual and its gross income did not exceed $300,000 in the previous tax year.

The next 4 fields should approximately add up to the PO total amount using this formula. If not, work with the subcontractor to obtain a more accurate estimate.

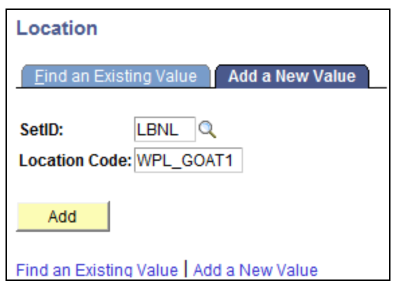
$$\left(\frac{Est\ Jobs\ Created\ Hrs + Est\ Jobs\ Retained\ Hrs}{1{,}820} \times \$100{,}000\right) + \ \$\ Domestic\ Mat\ \&\ Svcs + \$\ Foreign\ Mat\ \&\ Svcs$$

- **ARRA Jobs Created (Hrs)**: Estimated hours of work by subcontractor’s personnel and, for construction subcontracts, estimated hours by the subcontractor’s next lower tier subcontractor(s). This includes only positions established in the United States and outlying areas.
- **ARRA Jobs Retained (Hrs)**: Estimated hours of work by subcontractor's personnel and, for construction subcontracts, estimated hours by the subcontractor's next lower tier subcontractor(s). This includes only positions established in the United States and outlying areas.
- **ARRA Domestic Mat & Srvcs**: Dollar value of domestic material, indirect costs, and other subcontracted work, not included in hours reported above.
- **ARRA Foreign Mat & Srvcs**: Dollar value of material purchased directly from foreign sources, foreign indirect costs, and other subcontracted work performed outside the U.S. (The total project price less the price for labor).

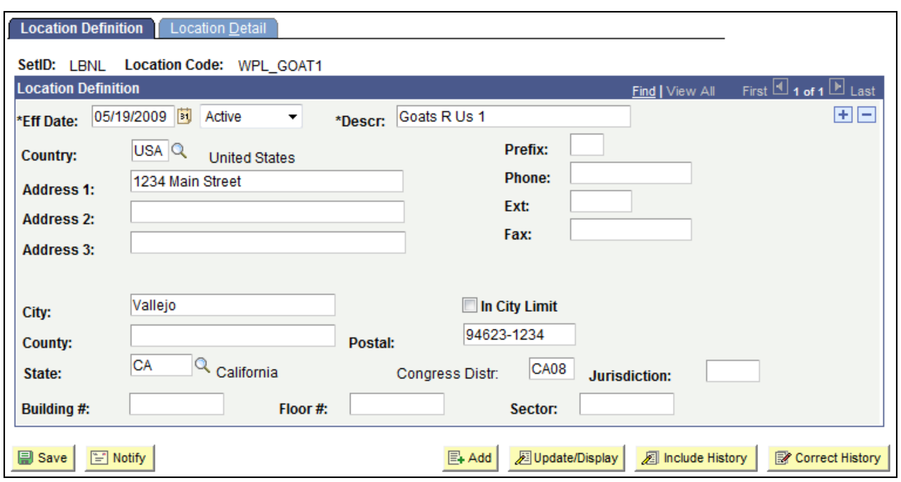
- **Performance Location**: Select an existing location where work will be performed by the subcontractor. Click the lookup icon ( ) then click on the applicable Location Code. If the location is not there, go to the next step ("Add New Location") then return here to select it.



- **Add New Location**: Click the "Add New Location" link to add a location for the place where work will be performed by the subcontractor.
  - When you click the link, go to the new window or tab that opened.
  - Enter a new Location Code. Enter WPL_ followed by the first 4 digits of the vendor's name, followed by a number starting with 1. If the name is already there, enter the next higher number. Click the Add button.



  - Enter a Descr (longer vendor name plus number from above), Address, City, State, 9-digit Zip Code, and Congressional District (2-digit state followed by 2-digit Congressional District number). Click the Save button.



  - Return to the ARRA "Performance Location" field, search for the new location you created above, and then click on it.

- **Officer Compensation Applicable**: Change this value from blank to Yes or No:
    - If the ARRA Rep/Cert form has the *Officers* box checked, click "No" to indicate that the subcontractor is not required to provide the names and total compensation of its highly compensated officers. You are finished with the ModTable data entry.
    - If the *Officers* box on the form was not checked, click "Yes." The "Highly Compensated Officers" fields open up at the bottom of the ModTable so you can enter the names and compensation of the subcontractor's most highly compensated officers.
- **Highly Compensated Officers**: Enter the ARRA Officer names and Compensation for up to five of the most highly compensated officers provided by the subcontractor in the ARRA Rep/Cert form.
- **Allow ARRA and Non-ARRA Projects**: This box indicates that the PO is setup to allow mixed ARRA and Non-ARRA funding. The box can only be checked by the Procurement Policy group. It is a read-only box on the PO ModTable.

Printing ModTable Information

To print PO ModTable information, you can either:

1. Go to the ModTable and click you're the printer icon in Internet Explorer (only prints the current/latest Mod) OR
2. Navigate to **eProcurement | Buyer Center | Inquiries and Reports** and click **LBNL PO Modifications Report**. This does not display many of the fields that are on the ModTable screen.
3. Navigate to **eProcurement | Buyer Center | Inquiries and Reports** and click **Update/View PO ModTable Information**. This screen lets you scroll through all of the PO's modifications. The Procurement policy group uses this screen to update information on previous mods. The buyer can update the current mod through the ModTable link on the regular PO screen.
4. Create a PeopleSoft Query.